



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 7100.1
BUMED-05B2
31 Mar 97

BUMED INSTRUCTION 7100.1

From: Chief, Bureau of Medicine and Surgery

Subj: PROCEDURES FOR FUNDING OF CONTRACTED AUDIOVISUAL (AV)
PRODUCTIONS AND PRODUCTION SUPPORT

Ref: (a) OPNAVINST 5290.1A
(b) NAVMEDCOMINST 5290.1

1. **Purpose.** To establish uniform procedures for the funding and support of contracted AV productions.

2. **Cancellation.** HSETCINST 7100.1D.

3. **Background.** The funds for all aspects of contracted AV productions are centrally managed by the Naval School of Health Sciences (NSHS), Bethesda. Normally, these productions will include Department of Defense category 4, Department of the Navy category 3, and Bureau of Medicine and Surgery (BUMED) category 2 productions which are completely developed under contract. There may also be contracted support for local category 1 productions. Category 0, commercial off-the-shelf AV productions will normally be locally funded unless they are being procured for BUMED-wide use. All productions must be approved following reference (a). All productions other than category 0 must be assigned to a Chief of Naval Operations (CNO) authorized visual information (VI) production activity following reference (a).

4. **Action**

a. Based on the availability of funds, NSHS Bethesda will centrally fund:

(1) **Contract Productions.** Funds for all aspects of completely contracted productions, or major production elements such as scripts, will be provided by this command directly to the contracting activity. This will include funding for contracting of front-end analysis (or any linear equivalent), scripting, production, project officer travel (when required by the contracting activity), duplication, printing of solicitation packages, etc., for all categories of contracted productions.

(2) **AV Production Support Temporary Additional Duty (TAD) for Technical Advisor or Subject Matter Expert (TA/SME) Travel.** NSHS Bethesda will initiate travel funding for TA/SME TAD on any contracted AV production funded directly by NSHS Bethesda not later than 6 weeks before the trip. Funding will be forwarded to

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the TA/SME's command for use in preparing TAD travel orders. Travel requirements with short lead times will be handled on a case-by-case basis.

b. Based on the availability of funds, echelon 3 activities, which are CNO-authorized VI activities, will fund the following production related expenditures:

(1) BUMED-approved category 0 contractual acquisitions costing not more than \$5,000 per title. Procurement will be per reference (a). Acquisitions costing over \$5,000 will be procured as directed by NSHS Bethesda. Per reference (b), a single copy of a category 0 production costing less than \$500 may be acquired by any command without prior approval, but must be reported following references (a) and (b).

(2) Contracted services in support of approved inhouse AV productions, per reference (a), has a 50 percent limitation. Normally these services would be support services for local category 1 productions costing not more than \$25,000 or BUMED category 2 productions assigned to the activity for inhouse production and not costing more than \$25,000. Costs include both direct and indirect costs, per reference (a).

(3) AV production support travel for authorized VI activity AV production and production related support personnel.

5. Maintain records of production costs following reference (a). Activities must ensure proper job order number and cost account codes are established to capture costs as required by reference (a). AV productions will be cost-based on the purpose of the production and charged to the sub-activity group (SAG) which benefits from their use. It is anticipated most productions in support of medical education and training will be costed under SAG MA (education and training - health care) and productions supporting other base operating support purposes will be costed to SAG F3V2 (base operating support - audiovisual).


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